



Records Retention and Disposal Schedule

Records Retention and Disposal Schedule

Version number: 4.0

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 1

First published: April 2013

Date updated: January 2024

Next review date: January 2025

Policy prepared by: Lindsay Ince Corporate Records Manager

Previous Version Authors:

Jan Gavin – Senior Lead - Corporate Records Management

Sarah Graham – Corporate Records Management Specialist

Ellie Ward – Senior Lead – Corporate Records Management

Laura Gollick Senior Records Management Officer

Policy Owner: Jackie Gray – Director of Privacy and Information Governance

Brief summary of changes in Version 4.0:

- Alignment of legacy NHS England, NHS Digital and Health Education England retention schedules into one schedule.
- Review of schedule derivations to match legislation where possible and rely less on internal business decisions.
- Reimplementation of Performer Records section, and introduction of more Public Health England records entries.
- Rationalisation of retention entry periods to create a 'big bucket' simplified approach to retention.
- Addition of Retention Type and Personal data columns.

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 2

Contents

1.	Introduction	4
2.	Definitions	4
3.	Retaining records beyond the retention period and long term preservation	5
4.	Quick Guide to using the Retention Schedule	5
5.	Corporate Records Retention and Disposal Schedule	7

1. Introduction

- 1.1 The NHS England Records Retention and Disposal Schedule identifies the main classifications of corporate records held by the organisation and provides appropriate retention rules for each. It is maintained by the Records Management Team which is part of the Privacy, Transparency, and Trust Sub-Directorate of the Delivery Directorate.
- 1.2 This schedule is designed to be flexible enough to permit expansion and is independent of format or media of the records and information. It should be used by all departments within NHS England to manage the information they create and receive. The schedule details how long records should be retained for, and how to manage their storage and disposal.
- 1.3 This schedule is in line with The National Archives (TNA) guidelines for Public Records and the current legal and regulatory framework. Compliance with the Schedule will help to ensure organisational compliance with The UK General Protection Regulations (the UK GDPR), the Data Protection Act 2018 (DPA18) and the Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 (FOIA).
- 1.4 Retention and disposal schedules are a very important part of accounting for the legitimate absence of information under the Freedom of Information (FOI) Act 2000, and UK GDPR. Demonstrating to requesters, or the Information Commissioner, that disposal decisions have been made and implemented following due process, will enable NHS England to defend legitimate records management activity.
- 1.5 At the time of writing, several Independent Inquiries and investigations have requested that large parts of the Health and Social Care sector do not destroy any records that are, or may fall into, the remit of their Inquiries. In response to this, legal holds are in force across NHS England to prevent the destruction of relevant records. See Legal Holds guidance for more information.

2. Definitions

- 2.1 A retention, storage and disposal schedule is a timetable for the planned **review** of all records to determine their final action, which is either:
- Retention for a further period for work use before a final review is carried out,
 - Long term retention for records having significant value for the organisation, nationally, or historically,
 - Secure destruction of records which the organisation is not obliged to keep for legislative or business reasons.
- 2.2 The schedule is organised functionally, so you may find retention periods for records in your work area under different sections of the schedule. Each entry consists of a functional area, the record set, the retention type, the retention period, the retention

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 4

trigger point, the derivation of the need to keep the record, disposal actions and any personal data types the record set may contain. At the end of their retention period, a sample of records from a series should be reviewed to confirm that they are no longer required.

3. Retaining records beyond the retention period and long term preservation

3.1 The retention periods given in this schedule are the minimum periods for which records must be retained for health and care purposes. In most cases, it will be appropriate to dispose of records once this period has expired, unless the records have been selected for permanent preservation.

If a situation arises where it is necessary to maintain specifically identified individual records, or group of records for longer than the stated minimum, advice must be sought from the Records Management Team. Where records contain personal data, the decision to retain must comply with UK GDPR. Approval for continued retention beyond the periods laid out in this Schedule must be sought from the Records Management Team, and a specific period set for further review.

3.2 Records for long term preservation, e.g. investigatory decisions, inquiry reports, significant records concerning government issues should be passed to the Records Management Team for appraisal and possible transfer to The National Archives for continuing retention and storage or [approved Places of Deposit](#).

4. Quick Guide to using the Retention Schedule

4.1 Occasionally documents and information held by a department may not be listed on the Records Retention and Disposal Schedule. This may be because the information does not constitute a corporate record (for example, short lived or transitory information). Alternatively, it may be because the record is on the schedule, under different terminology or a wider term (e.g. petty cash records ought to be retained in line with 'records of financial transactions')

4.2 The NHSE retention schedule deals with the records of the organisation. It does not address clinical or patient records (although some former Public Health England records may contain extracts of this type of data). For guidance in this area, please refer to the [Records Management Code of Practice 2021](#) (administered by the IG Policy Team in the Transformation Directorate) and the [PCS Retention Schedule](#) (administered by the Records Management Team).

4.3 Identification documentation (ID) is not listed on the Records Retention and Disposal Schedule as a standalone record. This is because the appropriate retention will depend on the purpose for which the ID was collected. For example, ID collected to verify identity as part of a subject access request should be retained alongside the subject access request record for the recommended retention period.

4.4 If you feel that you hold corporate records that are not covered by the Records Retention and Disposal Schedule, please contact the [Records Management Team](#).

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 5

5. Corporate Records Retention and Disposal Schedule

	Record Function	Record Description	Retention Type	Retention Period	Trigger Point	Derivation	Final Action	Personal Data
1.1	Accounting and Finance	Records of financial transactions, including: Invoices / Receipts / Statements Expense claims Budget forecasting / Financial analysis Grant documents for mergers / acquisitions General Ophthalmic Services – patient records relating to financial transactions	Business Need	6 years	End of financial year	NHS Records Management Code of Practice 2021 (pg. 84)	Review and, if no longer needed, destroy	No
1.2	Accounting and Finance	Accounts	Business Need	2 years	End of financial year	The National Archives (TNA) 3. Accounting Records	Review and, if no longer needed, destroy	No
1.3	Accounting and Finance	Final annual accounts report	Business Need	20 years	End of financial year	NHS Records Management Code of Practice 2021 (pg. 84)	Review, Archive or Destroy	No
1.4	Accounting and Finance	Delivery Note	Legal Requirement	2 years	End of financial year	Limitation Act 1980	Review, Archive or Destroy	No
1.5	Accounting and Finance	Purchase order	Business Need	6 years	End of financial year	Limitation Act 1980	Review, Archive or Destroy	No
1.6	Accounting and Finance	Individual Funding Request (Adult)	Business Need	6 years	Date of decision	NHS Records Management Code of Practice 2021 (pg. 49)	Review, Archive or Destroy	Yes - Patient - Special Category Data
1.7	Accounting and Finance	Individual Funding Request (Child)	Business Need	25 years	Date of decision	NHS Records Management Code of Practice 2021 (pg. 50)	Review, Archive or Destroy	Yes - Patient - Special Category Data
1.8	Accounting and Finance	Independent Review Panel file which includes: patient continuing healthcare information in order to make a decision on eligibility for funding by healthcare provider; minutes regarding decisions made by the Panel	Business Need	6 years	Date of decision	NHS England	Review, Archive or Destroy	Yes - Patient - Special Category Data
1.9	Accounting and Finance	National Tariff / Pricing Guidance	Business Need	20 years	End of calendar year	NHS England	Review / Consider transfer to a place of deposit	No
1.10	Accounting and Finance	Salaries paid to staff	Business Need	10 years	End of financial year	NHS Records Management Code of Practice 2021 (pg. 85)	Review, Archive or Destroy	Yes - Staff - Personal Data
1.11	Accounting and Finance	Superannuation paid to staff	Business Need	10 years	End of financial year	NHS Records Management Code of Practice 2021 (pg. 85)	Review, Archive or Destroy	Yes - Staff - Personal Data
1.12	Accounting and Finance	Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave.	Business Need	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 78)	Review, Archive or Destroy	Yes - Staff - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 6

1.13	Accounting and Finance	Central Employee Payroll Records, including: Full name and date of birth. National Insurance Number. Pensionable pay at leaving. Reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference). Amount and destination of any transfer value paid. Amount of any refund of NHS Pension Scheme contributions. Amount and date of any Contributions Equivalent Premium paid. All other papers relating to pensionability not listed above (e.g. widow's or dependent's pension); correspondence with the Cabinet Office, other departments and pension administrators, or the officer about pension matters.	Business Need	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 78)	Review, Archive or Destroy	Yes - Staff - Special Category Data
1.14	Accounting and Finance	Pensions estimates and awards (Please note: The NHS Pension Agency will routinely keep pension information until the employee's 100th birthday, but employers such as NHSE must retain pension records until the 75th birthday in line with the staff record)	Business Need	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 78)	Review, Archive or Destroy	Yes - Staff - Personal Data
1.15	Accounting and Finance	Added years / Additional Voluntary Contributions	Business Need	75 years	End of contract of employment	The National Archives (TNA) 2. Employee personnel records	Review, Archive or Destroy	Yes - Staff - Personal Data
1.16	Accounting and Finance	Death Benefit Nomination and Revocation Forms	As Evidence	100 years	End of contract of employment	The National Archives (TNA) 2. Employee personnel records	Review, Archive or Destroy	Yes - Staff - Special Category Data
2.1	Audit and Risk	Audit Reports	Legal Requirement	6 years	End of calendar year	The National Archives (TNA) 11. Internal audit records	Review and, if no longer needed, destroy	No
2.2	Audit and Risk	Clinical Audit Records	Legal Requirement	10 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 61)	Review, Archive or Destroy	Yes - Staff/Patient - Special Category Data
2.3	Audit and Risk	Non-Clinical Quality Assurance Records - includes: <ul style="list-style-type: none"> - Assessment correspondence and documentation with Foundation Trusts / Evidence of Assessment Decisions - Submissions (e.g. Care Quality Commission, Foundation Trust) - successful and unsuccessful - Compliance Certificates - Discretionary Requirements - Enforcement Undertakings - Assessment documentation (e.g. records detailing Trusts going into / out of special measures and Challenged Providers) - Statutory dissolution / Transfer Orders - Regulatory returns from licensed providers of NHS services (e.g. self-certifications and declarations) - Financial submissions of licensed independent providers of NHS commissioner requested services - Financial submissions of licensed NHS controlled providers - Internal analyses, reports, and communications relating to licensed independent providers of NHS commissioner 	Legal Requirement	10 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 74)	Review, Archive or Destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 7

		requested services - Internal analyses, reports, and communications relating to licensed NHS controlled providers						
2.4	Audit and Risk	Risk Registers	Business Need	6 years	When superseded	NHS Records Management Code of Practice 2021 (pg. 75)	Review, Archive or Destroy	No
2.5	Audit and Risk	Independent Investigations (e.g. mental health homicides)	As Evidence	20 years	Date of decision	NHS Records Management Code of Practice 2021 (pg. 74)	Review / Consider transfer to a place of deposit	Yes - Patient - Special Category Data
2.6	Audit and Risk	Independent Provider Monitoring - Applications for an NHS provider licence/NHS controlled provider licence	Business Need	6 years	Date of decision	NHS England - Oversight of NHS-controlled providers: guidance (Feb 2018)	Review, Archive or Destroy	No
2.7	Audit and Risk	Report papers used in the course of a fraud investigation – proven or unproven	Business Need	6 years	Date of decision	NHS Counter Fraud Authority	Review, Archive or Destroy	Yes - Staff - Personal Data
3.1	Contractual Records	Contracts sealed or unsealed	Legal Requirement	6 years	Termination of contract	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy	No
3.2	Contractual Records	Contracts - financial approval files	As Evidence	20 years	Termination of contract	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy	No
3.3	Contractual Records	Contractual specification (e.g. equipment, services)	Business Need	6 years	Termination of contract	The National Archives (TNA) 5. Contractual Records	Review, Archive or Destroy	No
3.4	Contractual Records	Invitation to tender	Business Need	6 years	Termination of contract	The National Archives (TNA) 5. Contractual Records	Review, Archive or Destroy	No
3.5	Contractual Records	Tender Documentation successful / unsuccessful	Business Need	6 years	Date of decision	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy	No
3.6	Contractual Records	Procurement Documentation, including Business Cases / Clarification Questions / ITQs / Statement of Work / Project Costings / Innovation Service Project file (includes application pack, approval evidence, ongoing updates)	Business Need	6 years	End of financial year	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy	No
3.7	Contractual Records	List of approved suppliers	Business Need	10 years	When superseded	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy	No
3.8	Contractual Records	Commissioning decisions (including appeal and decision documentation)	As Evidence	6 years	Date of decision	NHS England	Review, Archive or Destroy	No
4.1	Corporate Records	Terms of Reference - Executive / Board Level	Legal Requirement	20 years	Cessation of group	Public Records Act 1958	Review / Consider transfer to a place of deposit	No
4.2	Corporate Records	Terms of Reference - Below Executive / Board Level	Legal Requirement	6 years	Cessation of group	NHS England	Review, Archive or Destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 8

4.3	Corporate Records	Serious Untoward Incident Reports / Files	Corporate Memory	20 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 73)	Review / Consider transfer to a place of deposit	No
4.4	Corporate Records	Incidents (not serious)	Corporate Memory	10 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 74)	Review, Archive or Destroy	No
4.5	Corporate Records	Meeting Minutes - Executive / Board Level	Business Need/ Corporate Memory	20 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 72)	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data
4.6	Corporate Records	Meeting Minutes - Below Executive / Board Level	Business Need/ Corporate Memory	6 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 73)	Review, Archive or Destroy	Yes - Staff - Personal Data
4.7	Corporate Records	Code of Conduct	Business Need	6 years	End of calendar year	NHS England	Review, Archive or Destroy	Yes - Staff - Personal Data
4.8	Corporate Records	General Declarations of Interests / Conflicts of Interest Register	Legal Requirement	6 years	End of calendar year	Limitation Act 1980	Review, Archive or Destroy	Yes - Staff - Personal Data
4.9	Corporate Records	Annual Publications, including: Annual Plans / Reports / Reviews	Corporate Memory	20 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 72)	Review / Consider transfer to a place of deposit	No
4.10	Corporate Records	Performance Reports	Corporate Memory	10 years	End of calendar year	NHS England	Review, Archive or Destroy	No
4.11	Corporate Records	Published Policies and Guidance - inc. business and improvement plans	Corporate Memory	20 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 75)	Review / Consider transfer to a place of deposit	No
4.12	Corporate Records	Standard Operating Procedures (SOPs)	Business Need	6 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 75)	Review / Consider transfer to a place of deposit	No
4.13	Corporate Records	Strategies	Corporate Memory	6 years	Lifetime of the organisation	NHS Records Management Code of Practice 2021 (pg. 75)	Review / Consider transfer to a place of deposit	No
4.14	Corporate Records	Clinical Protocols	Business Need	20 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 62)	Review / Consider transfer to a place of deposit	No
4.15	Corporate Records	Roll Out Plans for NHS Trusts; ICBs and new organisations and systems	Corporate Memory	20 years	Lifetime of the organisation	NHS England	Review / Consider transfer to a place of deposit	No
4.16	Corporate Records	Merger Pack – NHS England mergers and reorganisations	Corporate Memory	20 years	Lifetime of the organisation	NHS England	Review / Consider transfer to a place of deposit	No
4.17	Corporate Records	Foundation Trust and Trust Governors Register	Business Need	20 years	When superseded	NHS England	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 9

4.18	Corporate Records	Consolidated Report to Parliament	Corporate Memory	20 years	End of calendar year	NHS England	Review / Consider transfer to a place of deposit	No
4.19	Corporate Records	Responses to Parliamentary questions and Department of Health and Social Care enquiries	Business Need	2 years	End of calendar year	NHS England	Review, Archive or Destroy	No
4.20	Corporate Records	Chief Executive Records (including emails and correspondence where they are not already included in board) papers)	Corporate Memory	20 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 72)	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data
4.21	Corporate Records	Administrative Records, inc. office diaries	Business Need	2 years	End of calendar year	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	Yes - Staff - Personal Data
4.22	Corporate Records	Formal / Statutory / Public Consultations e.g future of the provision of services or National Tariff	Corporate Memory	6 years	Date of decision	NHS Records Management Code of Practice 2021 (pg. 76)	Review / Consider transfer to a place of deposit	No
4.23	Corporate Records	Digital recording of meetings for the purpose of recording accurate minutes	Business Need	ASAP	Until approval of final minutes	NHS Records Management Code of Practice 2021 (pg. 89)	Review, Archive or Destroy	Yes - Staff - Personal Data
4.24	Corporate Records	Gifts and Hospitality	Legal Requirement	6 years	End of calendar year	Limitation Act 1980	Review, Archive or Destroy	No
5.1	Estates	CCTV images	Legal Requirement	31 days	Date of creation	ICO CCTV Code of Practice 2017 (pg. 26)	Review, Archive or Destroy	Yes – Staff/Patient – Personal Data
5.2	Estates	Building plans and records of major building work	Business Need	6 years	Lifetime of the building	NHS Records Management Code of Practice 2021 (pg. 81)	Review, Archive or Destroy	No
5.3	Estates	Records of minor building work	Business Need	6 years	End of calendar year	NHS Records Management Code of Practice 2021 (pg. 82)	Review, Archive or Destroy	No
5.4	Estates	Property acquisition and disposal dossiers	As Evidence	20 years	Date of sale/disposal	The National Archives (TNA) 1. Building Records	Transfer to new owner on vacating premises	No
5.5	Estates	Leases (including grants, licenses and other rights over property)	As Evidence	20 years	After expiry	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No
5.6	Estates	Building inventories (equipment, furniture or fixtures)	Business Need	2 years	Until superseded	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No
5.7	Estates	Building inspection reports (e.g. boilers; heating; lifts)	Legal Requirement	6 years	Lifetime of installation. If there is any risk of liability beyond their operational lives, the records should be retained	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 10

					indefinitely from decommissioning of the installation			
5.8	Estates	Equipment monitoring and testing and maintenance work	Legal Requirement	10 years	From acquisition	NHS Records Management Code of Practice 2021 (pg. 62)	Review and if no longer needed, destroy	No
5.9	Estates	Equipment monitoring and testing and maintenance work where asbestos is a factor	Legal Requirement	40 years	From acquisition	Control of Asbestos Regulations 2012	Review and if no longer needed, destroy	No
5.10	Estates	Records documenting the maintenance and testing of equipment for monitoring levels of ionising radiation	Legal Requirement	2 years	Date of maintenance/testing	Ionising Radiations Regulations (SI 2017/1075) Regulation 19(8)	Review, Archive or Destroy	No
5.11	Estates	Manuals (building or building equipment)	Business Need	10 years	From decommissioning of equipment or vacation of building	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No
5.12	Estates	Radioactive waste	Legal Requirement	30 years	Creation	Ionising Radiation Regulations 2017	Review and if no longer needed, destroy	No
6.1	Events	Special Events - Reports (minor)	Business Need	6 years	Date of report	NHS England	Review, Archive or Destroy	No
6.2	Events	Special Events - Reports (major)	Business Need	20 years	Date of report	NHS England	Review, Archive or Destroy	No
6.3	Events	Event Registration Records - Administration, feedback and evaluation	Business Need	2 years	Date of event	NHS England	Review, Archive or Destroy	Yes – Staff – Personal Data
6.4	Events	Events Eligibility criteria, personal information, employment information & education attainment, protected characteristics, T&Cs and uploaded documentation on enrolment	Business Need	6 years	Date of event	NHS England	Review, Archive or Destroy	Yes – Staff – Personal Data
6.5	Events	Visitors book	Corporate Memory	2 years	Date of last action	The National Archives (TNA) 8. Press and Public Relations Records	Review, Archive or Destroy	Yes – Staff/Patient – Personal Data
7.1	Health and Safety	Completed Office H&S Audit Reports	As Evidence	10 years	Date of report	NHS England	Review, Archive or Destroy	No
7.2	Health and Safety	Completed H&S Audits for out stationed staff	Legal Requirement	6 years	End of contract of employment	NHS England	Review, Archive or Destroy	No
7.3	Health and Safety	Accident Books (BI 510) and completed Accident Record forms	As Evidence	6 years	Date of event	The Health and Safety at Work Act 1974 and associated regulations	Review, Archive or Destroy	Yes – Staff/Patient – Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 11

7.4	Health and Safety	Fire certificates	Legal Requirement	10 years	Until superseded	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No
7.5	Health and Safety	Fire evacuation drills	Legal Requirement	2 years	Date of event	The Regulatory Reform (Fire Safety) Order 2005	Review, Archive or Destroy	No
7.6	Health and Safety	Copies of Reporting of Injuries, Diseases and Dangerous Occurrences Register (RIDDOR) report forms	Legal Requirement	10 years	Date of event	Occupational Safety and Health Constraints Register, Health and Safety Executive (HSE) Business Classification Schedule and Disposal Policy 2020 (pg. 19)	Review, Archive or Destroy	Yes – Staff/Patient – Personal Data
7.7	Health and Safety	Model Risk Assessment (this covers assessments required under several codes of regulations. Each office must have a copy detailing their local arrangements)	Legal Requirement	10 years	Date of event	NHS England	Review, Archive or Destroy	No
7.8	Health and Safety	Incident records (serious such as major or high impact)	Business Need	20 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 73)	Review and if no longer needed, destroy	No
7.9	Health and Safety	Incident records (minor such as medium, low or no impact)	Business Need	10 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 74)	Review and if no longer needed, destroy	No
7.10	Health and Safety	H&S equipment Inspection and Reporting Records, including: Completed Ladders and Stepladder inspection forms Fire alarm and detection system test & maintenance records Gas equipment and boiler maintenance records Personal protective equipment issue records	As Evidence	10 years	On installation	NHS Records Management Code of Practice 2021 (pg. 81)	Review, Archive or Destroy	No
7.11	Health and Safety	LOLER examination reports for lifts	As Evidence	20 years	Date of report	NHS England	Review, Archive or Destroy	No
7.12	Health and Safety	Fixed electrical installation inspections	As Evidence	10 years	Until superseded	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No
7.13	Health and Safety	Water Sanitation documentation	Business Need	10 years	Date of report	The National Archives (TNA) 1. Building Records	Review, Archive or Destroy	No
8.1	Human Resources	Recruitment process records, including authorisations, management analysis	Business Need	2 years	Date of creation	Employment Practices Code (Information Commissioner's Office, 2011), Section 1.7	Review, archive or destroy	No
8.2	Human Resources	Applications, interview records and any tests for all interviewed candidates (appointee and unsuccessful interviewees) where a Tier 2 sponsored person was appointed	Legal Requirement	2 years	Date of sponsorship	Immigration, Asylum and Nationality Act 2006	Review, archive or destroy	Yes – Staff – Personal Data
8.3	Human Resources	Applications, interview records and tests of unsuccessful applicants (appointee and unsuccessful interviewees) where no Tier 2 sponsored person was appointed	Legal Requirement	2 years	Date of last action	Employment Practices Code (Information Commissioner's Office, 2011), Section 1.7.5	Review, archive or destroy	Yes – Staff – Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 12

8.4	Human Resources	Induction programme – Delivery and assessment records	Business Need	2 years	Date of last action	NHS England	Review, archive or destroy	Yes – Staff – Personal Data
8.5	Human Resources	Employee / Staff Record - Summary Record Where a summary is made it must contain as a minimum: a summary of the employment history with dates; pension information including eligibility; details of any work related injury; records of any exposure to hazardous materials; professional training history and professional qualifications related to the delivery of care; list of buildings where the member of staff worked and the dates worked in each location	As Evidence	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 78)	Review / Consider transfer to a place of deposit	Yes - Staff - Special Category Data
8.6	Human Resources	Employee / Staff Records - Individual Pension Records (Please note: The NHS Pension Agency will routinely keep pension information until the employee's 100th birthday, but employers such as NHSE must retain pension records for 75 th birthday in line with the staff record)	As Evidence	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 78)	Review, archive or destroy	Yes - Staff - Special Category Data
8.7	Human Resources	Employee / Staff - Occupational Health Reports inc. where staff under health surveillance	As Evidence	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 77)	Review, archive or destroy	Yes - Staff - Special Category Data
8.8	Human Resources	Employee / Staff - Occupational Health Report of Staff member under health surveillance where they have been subject to radiation doses	As Evidence	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 77)	Review, archive or destroy	Yes - Staff - Special Category Data
8.9	Human Resources	Complete sick absence record showing dates and causes of sick leave [as recorded on ESR, does not include copies of sick notes]	Business Need	75 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 77)	Review, archive or destroy	Yes - Staff - Special Category Data
8.10	Human Resources	Line Management Records (held locally - e.g. sick notes, annual leave records, PDR / appraisal / objective monitoring documentation)	Business Need	6 years	End of contract of employment	NHS Records Management Code of Practice 2021 (pg. 78)	Review, archive or destroy	Yes - Staff - Special Category Data
8.11	Human Resources	Terms and conditions including offers, written particulars, job descriptions and variations	As Evidence	6 years	End of contract of employment	CIPD Retention of HR Records Factsheet, 2022	Review, archive or destroy	Yes - Staff - Special Category Data
8.12	Human Resources	Timesheets (original record)	Business Need	2 years	End of audit	CIPD Retention of HR Records Factsheet, 2022	Review, archive or destroy	Yes - Staff - Special Category Data
8.13	Human Resources	Working time opt out forms	Business Need	2 years	Date form expires	CIPD Retention of HR Records Factsheet, 2022	Review, archive or destroy	Yes - Staff - Special Category Data
8.14	Human Resources	Statutory and Mandatory Training Records	As Evidence	10 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 79)	Review, archive or destroy	No
8.15	Human Resources	Training Records (other, not listed elsewhere in this document)	As Evidence	6 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 79)	Review, archive or destroy	Yes - Staff - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 13

8.16	Human Resources	Grievance and / or Disciplinary Case Records	Business Need	6 years	Date of last action	NHS Records Management Code of Practice 2021 (pg. 79)	Review, archive or destroy	Yes - Staff - Personal Data
8.17	Human Resources	Staff security vetting/clearance records	As Evidence	20 years	Expiry of clearance	Guidance on UKSV Privacy and Data Protection https://www.gov.uk/guidance/united-kingdom-security-vetting-privacy-and-data-protection#retention-periods	Review and, if no longer needed, destroy	Yes - Staff - Special Category Data
8.18	Human Resources	Formal complaints about discrimination by/within the organisation	Legal Requirement	10 years	Date of last action	Limitation Act 1980 c. 58 s 2	Review, archive or destroy	Yes – Staff/Patient - Personal Data
8.19	Human Resources	Disability Equality Scheme and Gender Equality Scheme records	Business Need	6 years	Until superseded	NHS England	Review, archive or destroy	No
8.20	Human Resources	Applications for the mentoring Scheme and monitoring of the mentor-mentee relationship and outcomes	Business Need	2 years	Date of last action	NHS England	Review, archive or destroy	No
8.21	Human Resources	Completed Risk Assessments for new or Expectant Mothers	Business Need	6 years	End of contract of employment	NHS England	Review, archive or destroy	Yes - Staff - Special Category Data
8.22	Human Resources	Programme application forms and applicant information including interview answers, recommendations letters, e.g. Bringing Back Staff/Clinical Entrepreneurs Scheme	Business Need	6 years	Date of application	NHS England	Review, archive or destroy	Yes - Staff - Special Category Data
8.23	Human Resources	Expressions of Interest and Analysis / scoring of applications	Business Need	2 years	Date of contract	NHS England	Review, archive or destroy	Yes - Staff - Personal Data
8.24	Human Resources	Volunteer Records and Contact Information	Business Need	2 years	End of project	NHS England	Review, archive or destroy	Yes - Staff - Personal Data
8.25	Human Resources	Fit and Proper Person's Test – Case Files	As Evidence	6 years	End of contract of employment	NHS England - NHS England Fit and Proper Person Test Framework	Review, archive or destroy	Yes - Staff - Special Category Data
8.26	Human Resources	Fit and Proper Person's Test – ESR Record	Legal Requirement	75 years	End of contract of employment	NHS England - NHS England Fit and Proper Person Test Framework	Review, archive or destroy	Yes - Staff - Special Category Data
9.1	ICT Records	Disaster recovery plans	Business Need	6 years	Until superseded	NHS England	Review, archive or destroy	No
9.2	ICT Records	IT Equipment Specifications	Business Need	6 years	Date of Specification	NHS England	Review, archive or destroy	No
9.3	ICT Records	File Shares/Mapped Drives (backups)	As Evidence	2 years	Date of last action	NHS England	Review, archive or destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 14

9.4	ICT Records	IT Serious Incident Reporting / Documentation	Business Need	6 years	Date of event	NHS England	Review, archive or destroy	No
9.5	ICT Records	Fault log and remedial actions	Business Need	2 years	Date of last action	NHS England	Review, archive or destroy	No
9.6	ICT Records	Documentation relating to computer programmes written in-house	Business Need	6 years	End of lifetime of software	NHS England	Review, archive or destroy	No
9.7	ICT Records	Software licences	Business Need	10 years	End of lifetime of software	NHS Records Management Code of Practice 2021 (pg. 87)	Review, archive or destroy	Yes – Staff – Personal Data
10.1	Information Management Records	Data Protection Impact Assessment (DPIA)	Legal Requirement	6 years	Lifetime of activity	NHS Records Management Code of Practice 2021 (pg. 73)	Review, archive or destroy	No
10.2	Information Management Records	Data Processing Agreement	Legal Requirement	6 years	Lifetime of activity	NHS Records Management Code of Practice 2021 (pg. 80)	Review, archive or destroy	No
10.3	Information Management Records	Information Requests - Freedom of Information / Subject Access Requests / Access to Health Records Requests - requests and responses and any associated correspondence	Legal Requirement	2 years	Date of disclosure	NHS Records Management Code of Practice 2021 (pg. 87)	Review, archive or destroy	Yes - Staff/Patient - Special Category Data
10.4	Information Management Records	Information Requests - Freedom of Information / Subject Access Requests / Access to Health Records Requests - where there has been an appeal.	Legal Requirement	6 years	Date of disclosure	NHS Records Management Code of Practice 2021 (pg. 87)	Review, archive or destroy	Yes - Staff/Patient - Special Category Data
10.5	Information Management Records	Classification schemes	Corporate Memory	6 years	Date of completion	NHS England	Review, archive or destroy	No
10.6	Information Management Records	Indexes	As Evidence	20 years	Date of last action	NHS Records Management Code of Practice 2021 (pg. 37)	Review / Consider transfer to a place of deposit	No
10.7	Information Management Records	Disposal/destruction Certificates, or Electronic Metadata destruction stub, or Record of clinical information held on physical media	Legal Requirement	20 years	Date of event	NHS Records Management Code of Practice 2021 (pg. 62)	Review / Consider transfer to a place of deposit	No
10.8	Information Management Records	Information obtained through complying with a Section 254 direction or Section 255 request that is no longer needed	Legal Requirement	6 years	Date of event	NHS England	Review, archive or destroy	No
10.9	Information Management Records	If service / system record is no longer necessary for the original purpose of processing or for archival / research / scientific purposes	Business Need	20 years	Date of decommissioning	NHS England	Review, archive or destroy	Yes - Staff/Patient - Personal Data
10.10	Information Management Records	If service / system record is still required for the original purpose of the processing	Business Need	20 years	Date of decommissioning	NHS England	Review, archive or destroy	Yes - Staff/Patient - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 15

11.1	Legal Records	Legal advice / litigation dossiers on matters requested by, and provided to, the organisation	Business Need	10 years	Date case closed	NHS England	Review, archive or destroy	No
11.2	Legal Records	Legal claim records by or against the organisation where a legal precedent was set	As Evidence	6 years	Date case closed	NHS England	Review, archive or destroy	No
11.3	Legal Records	Legal claim records by or against the organisation where a legal precedent was not set	As Evidence	10 years	Date case closed	NHS England	Review, archive or destroy	No
11.4	Legal Records	Records documenting services / systems required for establishing, exercising or defending a legal claim	As Evidence	6 years	Date case closed	NHS England	Review, archive or destroy	No
11.5	Legal Records	Recorded conversations – which may be needed later for clinical negligence or other legal purposes	As Evidence	6 years	Date case closed	NHS Records Management Code of Practice 2021 (pg. 66)	Review, archive or destroy	Yes - Staff/Patient - Personal Data
11.6	Legal Records	Whistle Blowing records	Legal Requirement	6 months	Date case closed	Public Interest Disclosure Act 1998 (Recommended IAPP practice)	Review, archive or destroy	Yes - Staff - Personal Data
11.7	Legal Records	Inquiry Records including - -Audio records and transcripts of potential witnesses and oral submissions, unless a restrictions notice applies. -Court transcripts of evidence which were relevant to the terms of reference (all above redacted and unredacted) -Correspondence with the inquiry team -Litigation/Legal opinion files -Witness preparation files, statements and expert reports. -Restriction notices / rulings on such notices which were made public and given under S21 of the Inquiry Act 2005. -Indices of documents copied and provided to the panel during the course of the hearing -Evidence relevant to the terms of reference from the general public/government bodies.	Legal Requirement	20 years	Publication of Inquiry	Inquiries Act 2005	Review / Consider transfer to a place of deposit	No
11.8	Legal Records	Parliamentary questions related to inquires set up under the Inquiries act 2005	Legal Requirement	6 years	Publication of Inquiry	Inquiries Act 2005	Review / Consider transfer to a place of deposit	No
11.9	Legal Records	Patents / trademarks / copyright / intellectual property (copyright declaration forms)	Legal Requirement	6 years	Date of last action	Copyright, Designs & Patents Act 1998	Review, archive or destroy	No
11.10	Legal Records	Correspondence evidencing key decision making	Business Need	2 years	Until superseded	NHS England	Review, archive or destroy	Yes - Staff - Personal Data
11.11	Legal Records	Coroner's Letters	As Evidence	20 years	Date of letter	NHS England	Review, archive or destroy	Yes - Patient - Special Category Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 16

12.1	Media and Communications Records	Correspondence with branches of the media	Business Need	6 years	Date of last action	The National Archives (TNA) 8. Press and Public Relations Records	Review, archive or destroy	No
12.2	Media and Communications Records	Reports on media / public relations	Corporate Memory	6 years	Date of last action	The National Archives (TNA) 8. Press and Public Relations Records	Review, archive or destroy	No
12.3	Media and Communications Records	Annual corporate reports / publications (major)	Corporate Memory	20 years	Date of Publication	NHS England	Review, archive or destroy	No
12.4	Media and Communications Records	Official Publications	Corporate Memory	6 years	Date of Publication	NHS England	Review, archive or destroy	No
12.5	Media and Communications Records	Manuals, brochures and guides	Business Need	2 years	Until superseded	The National Archives (TNA) 8. Press and Public Relations Records	Review, archive or destroy	No
12.6	Media and Communications Records	Press releases	Business Need	6 years	Date of the press release	NHS Records Management Code of Practice 2021 (pg. 76)	Review / Consider transfer to a place of deposit	No
12.7	Media and Communications Records	Internal marketing and communications	Corporate Memory	6 years	Date of publication	NHS Records Management Code of Practice 2021 (pg. 76)	Review / Consider transfer to a place of deposit	No
12.8	Media and Communications Records	Public facing website	Corporate Memory	6 years	Date of significant change	NHS Records Management Code of Practice 2021 (pg. 76)	Review / Consider transfer to a place of deposit	Yes – Staff – Personal Data
12.9	Media and Communications Records	Organisation Intranet	Corporate Memory	6 years	Date of significant change	NHS Records Management Code of Practice 2021 (pg. 76)	Review / Consider transfer to a place of deposit	Yes – Staff – Personal Data
12.10	Media and Communications Records	Photographic Collections – service locations, events and activities	Corporate Memory	20 years	Date of significant change	NHS Records Management Code of Practice 2021 (pg. 82)	These provide a visual historical legacy of the running and operation of an organisation. They may also provide secondary uses, such as use in public inquiries.	No
12.11	Media and Communications Records	Surveys / Questionnaires / Raw research data (patient / staff) - individual responses and analysis	Business Need	2 years	Completion	NHS Records Management Code of Practice 2021 (pg. 74)	Review, archive or destroy	Yes – Staff/Patient – Personal Data
12.12	Media and Communications Records	Surveys / Questionnaires / Raw research data (patient / staff) - final reports	Business Need	10 years	Completion	NHS Records Management Code of Practice 2021 (pg. 74)	Review, archive or destroy	Yes – Staff/Patient – Personal Data
12.13	Media and Communications Records	Briefings / Directions - Parliamentary Questions / MP enquires / Department of Health & Social Care	As Evidence	10 years	Date of closure	NHS England	Review, archive or destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 17

12.14	Media and Communications Records	Voicemail Messages	Business Need	2 years	Date of call	The Data Retention (EC Directive) Regulations 2009	Destroy	Yes – Patient – Special Category Data
13.1	Professional Training & Performance – Performer Records	Enquiry closed at triage (no further action). The concern is either: a. not about a doctor b. could never lead to a finding of impaired fitness to practice c. it is more than five years old, or it is vexatious.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.2	Professional Training & Performance – Performer Records	Provisional enquiry (Closed, no further action.) - The concern could never lead to a finding of impaired fitness to practise.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.3	Professional Training & Performance – Performer Records	Notify Regional Officer. (Closed, no further action). RO confirms they have no further concerns.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.4	Professional Training & Performance – Performer Records	Cases closed in Stream 2 (no further action). A doctor's employer confirms that they have no further concerns about the doctor process.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.5	Professional Training & Performance – Performer Records	Cases closed in Stream 1 following an investigation (no further action). The case is closed as it does not meet the threshold to proceed to an MPTS hearing.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.6	Professional Training & Performance – Performer Records	Cases closed following an MPTS hearing or Interim Orders Tribunal (no further action). The MPTS panel concludes that the evidence does not prove that the doctor's fitness to practice is impaired or does not prove that there has been a significant breach of our guidance which warrants a warning being issued.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.7	Professional Training & Performance – Performer Records	Cases that result in a warning, undertakings or a sanction imposed by Fitness to Practise, an MPTS panel or Interim Orders Tribunal. Case Examiners or Investigation Committee issue a warning. Case Examiners indicate that undertakings are appropriate, and the doctor accepts them. An MPTS panel concludes a case following a hearing by issuing a warning, agreeing undertakings or imposing conditions, suspension or erasure.	As Evidence	20 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data
13.8	Professional Training & Performance – Performer Records	Legal Proceedings. Fitness to Practise or MPTS decision is appealed.	As Evidence	10 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 18

13.9	Professional Training & Performance – Performer Records	Legal Proceedings. Where a decision to close a case at any point in our procedures is subject to legal challenge such as judicial review procedures. Extend retention date to cover the duration of such proceedings including time limits for further appeal or renewal of proceedings.	As Evidence	6 years	From date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.10	Professional Training & Performance – Performer Records	Further complaints about a doctor. If we receive a further complaint about a doctor during the retention period, we would wish to retain both the original complaint and new information for a further retention period. Reset the retention time of the original complaint and subsequent complaints. E.g. If the original complaint was to be retained for 5 years, another complaint is received in year 3; we retain the original complaint for a total of 8 years. If another complaint is received, it will be extended again. Retain a summary record.	As Evidence	10 years - Extend if required	From each date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Retain a summary record, then Destroy	Yes - Staff - Personal Data
13.11	Professional Training & Performance – Performer Records	Administrative Erasure. A doctor will only be administratively erased during a Fitness to Practice case for example, for not paying their annual retention fee or in similarly narrow circumstances	As Evidence	75 years	Date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data
13.12	Professional Training & Performance – Performer Records	Voluntary Erasure. Voluntary erasure is only granted in Fitness to Practise cases if a doctor is (a) too sick to take part in a Fitness to Practise investigation or (b) where there is very little likelihood that a doctor will seek restoration to the register or work again as a doctor.	As Evidence	75 years	Date of concern	GMC Records Retention and Disposal Policy 1.5 - April 2024	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data
13.13	Professional Training & Performance – PGMDE Records	Clinical Training Records	As Evidence	75 years	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg. 79)	Review, archive or destroy	Yes - Staff - Personal Data
13.14	Professional Training & Performance – PGMDE Records	Electronic or hard copy trainee file (includes all medical and dental trainees and pharmacy trainees) *Trainee records retention policy has been agreed as 6-years from date of leaving the training programme except for those records which relate to legal cases (and potentially high-risk cases – determined at the discretion of the Postgraduate Dean) when records	As Evidence	6 years	CCT date or date of having left training	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.15	Professional Training & Performance – PGMDE Records	Sponsorship Records (to include Tier 2 & 4 correspondence, identity documents and all sponsorship details either electronic or hard copy and Tier 5 including GMC sponsorship correspondence and all electronic and hard copy documents)	As Evidence	2 years	End of migrant's sponsorship or if the migrant is no longer sponsored, the point at which a Home Office Compliance Officer has examine and approve the documents whichever is the shorter period	Medical Dental Recruitment and Selection (MDRS) Programme Board	Destroy	Yes - Staff - Personal Data
13.16	Professional Training & Performance – PGMDE Records	PGMDE Trainee Permanent Records) (information required for historical, statistical or research purposes to confirm the outcome of a training programme and comply with the requirements of regulators)	As Evidence	100 years	6 years after CCT date or date of having left training	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review / Consider transfer to a place of deposit	Yes - Staff - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 19

13.17	Professional Training & Performance – PGMDE Records	PGME administration records (official correspondence relating to a specific trainee sent by the relevant college, trainers or other body) to be retained in the trainee file/HEE trainee 6information system (TIS) inc less than full time, out of programme, Form R, ARCP outcome data, conditions of taking up a training programme etc. *Trainee records retention policy has been agreed as 6-years from date of leaving the training programme except for those records which relate to legal cases (and potentially high-risk cases – determined at the discretion of the Postgraduate Dean) when records	As Evidence	6 years	CCT date or date of having left training	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.18	Professional Training & Performance – PGMDE Records	Trainee in difficulty records (Electronic Confidential file, timelines and action logs and GMC letters and official correspondence) *Trainee records retention policy has been agreed as 6-years from date of leaving the training programme except for those records which relate to legal cases (and potentially high-risk cases – determined at the discretion of the Postgraduate Dean) when records	As Evidence	6 years	CCT date or date of having left training	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.19	Professional Training & Performance – PGMDE Records	PGME administration records (rotation information matching process data, ARCP information/timetables and other PGMDE operational planning processes containing personal data)	As Evidence	13 months	Date of creation	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.20	Professional Training & Performance – PGMDE Records	Electronic and hard copy interview documentation (including academic sub-speciality, speciality and dental recruitment – for successful and unsuccessful candidates)	As Evidence	13 months	Date of interview	Oriel Privacy Notice approved via Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.21	Professional Training & Performance – PGMDE Records	Inter-deanery transfer (IDT) records held by the national IDT Team (electronic and paper records including application forms, supporting documents, transfer packs, email enquiries and log of transfer	Business Need	13 months	Completion	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.22	Professional Training & Performance – PGMDE Records	Training Enquiries - Enquiries submitted via the applicant enquiries online portal	Business Need	13 months	Enquiry Received	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff - Personal Data
13.23	Professional Training & Performance – PGMDE Records	Fitness to practice declarations and all associated records	Business Need	13 months	Declaration	Medical Dental Recruitment and Selection (MDRS) Programme Board	Review, archive or destroy	Yes - Staff – Special Category Data
14.1	Project Records	Project / Programme Records, including: - Issue and Decision Logs - Presentations - Quarterly Reports - Quarterly Reviews - Reporting / Reports - Planning documents	Business Need	10 years	Date of completion	NHS Records Management Code of Practice 2021 (pg. 82)	Review, archive or destroy	No
14.2	Project Records	Programme evaluation and feedback	Business Need	6 years	Date of report	NHS England	Review, archive or destroy	No
14.3	Project Records	Feasibility Studies	Business Need	10 years	Date of report	The National Archives (TNA)	Review, archive or destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 20

14.4	Project Records	Historical programme information (Unique identifier, name, contact details & programmes undertaken)/ anonymised statistical data	Corporate Memory	20 years	Date of event	NHS England	Review and consider transfer to a Place of Deposit	No
15.1	Service Delivery Records	Screening, including cervical records and screening images (Cytology Records – variety held – see list in next column)	As Evidence	10 years	Date of last action	NHS Records Management Code of Practice 2021 (pg. 64)	Review, archive or destroy	Yes – Patient-Special Category Data
15.2	Service Delivery Records	Child Screening (including screening images) and Child Health Incident Information (including antenatal and newborn)	As Evidence	25 years	Date of incident	NHS Records Management Code of Practice 2021 (pg. 64)	Review, archive or destroy	Yes – Patient-Special Category Data
15.3	Service Delivery Records	SQAS Full visit reports and recommendations/evidence for action plans	As Evidence	20 years	Date of report	NHS Records Management Code of Practice 2021 (pg. 64)	Review, archive or destroy	Yes – Patient-Special Category Data
15.4	Service Delivery Records	NHS Cervical Screening Programme National Gynaecological Cytopathology EQA Scheme Records	Refer to individual entries listed in the RCPATH Retention Schedule https://www.rcpath.org/uploads/assets/049ea966-df5c-4a9f-9353ba24a69bb808/The-retention-and-storage-of-pathological-records-and-specimens-5th-edition.pdf					
15.5	Service Delivery Records	Invasive Cancer Audit	As Evidence	20 years	Date of diagnosis	NHS England Screening Division (Records may be required for 30 yrs and need further review)	Review, retain, Anonymise or, if no longer needed, destroy	Yes – Patient-Special Category Data
15.6	Service Delivery Records	Disease surveillance records: medium-term conditions a) Patient identifiable records	Business Need	20 years	Date of creation	NHS England National Infection Service	Review, archive or destroy	Yes – Patient-Special Category Data
15.7	Service Delivery Records	Disease surveillance records: medium-term conditions b) Anonymised records	As Evidence	20 years	Date of creation	NHS England National Infection Service	Anonymise or, if no longer needed, destroy	No
15.8	Service Delivery Records	Disease surveillance records: long- term conditions a) Patient identifiable records	Business Need	100 years	Date of creation	NHS England National Infection Service	Review, archive or destroy	Yes – Patient-Special Category Data
15.9	Service Delivery Records	Disease surveillance records: long- term conditions b) Anonymised records	As Evidence	20 years	Date of creation	NHS England National Infection Service	Anonymise or, if no longer needed, destroy	No
15.10	Service Delivery Records	Disease surveillance records: short-term conditions a) Patient identifiable records	Business Need	6 years	Date of creation	NHS England National Infection Service	Review, archive or destroy	Yes – Patient-Special Category Data
15.11	Service Delivery Records	Disease surveillance records: short-term conditions b) Anonymised records	As Evidence	20 years	Date of creation	NHS England National Infection Service	Anonymise or, if no longer needed, destroy	No

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 21

15.12	Service Delivery Records	Cancer registration records	As Evidence	20 years	Date of creation	NHS England National Disease Registration Division (Records may be required for 30 yrs and need further review)	Review and consider transfer to a Place of Deposit	Yes – Patient-Special Category Data
15.13	Service Delivery Records	Congenital anomaly and rare	As Evidence	20 years	Date of creation	NHS England National Disease Registration Division (Records may be required for 30 yrs and need further review)	Review and consider transfer to a Place of Deposit	Yes – Patient-Special Category Data
15.14	Service Delivery Records	Vaccination and immunisation records a) Adults	As Evidence	6 years	From discharge or date last seen	NHS Records Management Code of Practice 2021 (pg.100)	Review and destroy if no longer needed	Yes – Patient-Special Category Data
15.15	Service Delivery Records	Vaccination and immunisation records b) Children	As Evidence	25 years	From discharge or date last seen	NHS Records Management Code of Practice 2021 (pg.100)	Review and destroy if no longer needed	Yes – Patient-Special Category Data
15.16	Service Delivery Records	Screening programme records a) Patient identifiable records	As Evidence	25 years	Date of creation	NHS England Screening Division	Anonymise, or if no longer needed, destroy	Yes – Patient-Special Category Data
15.17	Service Delivery Records	Screening programme records b) Anonymised records	As Evidence	20 years	Date of creation	NHS England Screening Division	Review and destroy if no longer needed	No
15.18	Service Delivery Records	National Drug Treatment Monitoring Service a) National data set	As Evidence	20 years	Date of creation	NHS England NDRS (National Disease Registration Service)	Review and consider transfer to a Place of Deposit	No
15.19	Service Delivery Records	National Drug Treatment Monitoring Service b) Regional data files	Business Need	2 years	Date of creation	NHS England NDRS (National Disease Registration Service)	Review and destroy if no longer needed	No
15.20	Service Delivery Records	Health protection cases, enquiries and situations a) Patient identifiable records	Business Need	6 years	Date of creation	UK HSA Health Protection Teams	Anonymise, or if no longer needed, destroy	Yes – Patient-Special Category Data
15.21	Service Delivery Records	Health protection cases, enquiries and situations b) Anonymised records	As Evidence	20 years	Date of creation	UK HSA Health Protection Teams	Review and destroy if no longer needed	No
15.22	Service Delivery Records	Outbreak investigation questionnaires a) Hardcopy questionnaires	Business Need	2 years	Date of completion	UK HSA Health Protection Teams	Destroy	Yes – Patient-Special Category Data
15.23	Service Delivery Records	Outbreak investigation questionnaires b) Digital questionnaires	Business Need	2 years	Date of completion	UK HSA Health Protection Teams	Anonymise, or if no longer needed, destroy	Yes – Patient-Special

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 22

								Category Data
15.24	Service Delivery Records	Outbreak investigation questionnaires c) Anonymised questionnaires	As Evidence	20 years	Date of completion	UK HSA Health Protection Teams	Review, and if no longer needed, destroy	No
15.25	Service Delivery Records	Outbreak investigation reports	As Evidence	20 years	Date of creation	UK HSA Health Protection Teams	Review and consider transfer to a Place of Deposit	No
15.26	Service Delivery Records	Health marketing records - Including records collected through digital apps, website, printed survey former any other hardcopy or digital information collection tool, unless the record is for research (see Research records) or covered by another record type specified in this schedule (.e.g Outbreak investigation questionnaires).	Business Need	Review asap, or after 6 years	Date of contact	UK HSA Health Marketing	Destroy	Yes – Patient-Special Category Data
15.27	Service Delivery Records	Public health emergency test exercises a) National/serious	As Evidence	10 years	Date of incident	UK HSA Emergency Response	Review and consider transfer to a Place of Deposit, or destroy	No
15.28	Service Delivery Records	Public health emergency test exercises b) Local/minor	Business Need	6 years	Date of incident	UK HSA Emergency Response	Review and consider transfer to a Place of Deposit, or destroy	No
15.29	Service Delivery Records	Chemical, radiation and environmental scientific and technical project studies and service delivery	Corporate Memory	10 years	Date of creation	UK HSA Radiation, Chemical and Environmental Hazards Directorate	Review and consider transfer to a Place of Deposit, or destroy	No
15.30	Service Delivery Records	Chemical radiation or environmental hazard incidents - Minor incidents	Business Need	10 years	Date of incident	UK HSA Radiation, Chemical and Environmental Hazards Directorate	Review and consider transfer to a Place of Deposit, or destroy	No
15.31	Service Delivery Records	Chemical radiation or environmental hazard incidents - Major incidents	Corporate Memory	20 years	Date of incident	UK HSA Radiation, Chemical and Environmental Hazards Directorate	Review and consider transfer to a Place of Deposit, or destroy	No
15.32	Service Delivery Records	Chemical radiation or environmental hazard incidents - Nationally and internationally significant incidents	Corporate Memory	20 years	Date of incident	UK HSA Radiation, Chemical and Environmental Hazards Directorate	Review and consider transfer to a Place of Deposit	No
15.33	Service Delivery Records	Chemical, radiation or environmental hazard exposure policy (national and international)	Corporate Memory	20 years	Date of creation	UK HSA Radiation, Chemical and Environmental Hazards Directorate	Review and consider transfer to a Place of Deposit	No
15.34	Service Delivery Records	Specimen records	As Evidence	10 years	Specimen Receipt	Royal College of Pathologists. The Retention and Storage of Pathological Records and Specimens 20154	Review, and if no longer needed, destroy	Yes - Patient - Personal Data
15.35	Service Delivery Records	Test result records	As Evidence	2 years	Specimen Receipt	Royal College of Pathologists. The Retention and Storage of Pathological Records and Specimens 20154	Review, and if no longer needed, destroy	Yes - Patient - Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 23

15.36	Service Delivery Records	Clinical Diaries	Business Need	2 years	Date of last action	NHS Records Management Code of Practice 2021 (pg. 61)	Review, archive or destroy	Yes – Patient-Special Category Data
15.37	Service Delivery Records	EPRR Decision Log, Pocket Log Book, On Call Log Book, Incident-related documents including Debrief Records/Lessons Identified and documents of potential legal interest i.e. major/critical/business continuity/serious incident logs from predecessor organisations, documents presented in court/to coroners, plans, communications, organisational structures and other documents that could fit into this category. Format of records - mixture of paper and electronic.	Legal Requirement	20 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.38	Service Delivery Records	EPRR Decision Log, Pocket Book, On Call Log, Log Book, post-exercise reports/Lessons Identified. Format of records - mixture of paper and electronic.	Legal Requirement	10 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.39	Service Delivery Records	EPRR Decision Log, Pocket Book, On Call Log, Log Book, on-call-related documents including handover records, reviews/Lessons Identified and documents of potential legal interest i.e. event logs from predecessor organisations, documents presented in court/to coroners, plans, communications, organisational structures and other documents that could fit into this category. Format of records - mixture of paper and electronic.	Legal Requirement	10 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.40	Service Delivery Records	EPRR - Incident Response Plans, Business Continuity Plans, EPRR Guidance, Standard Operating Procedures, Policy, Strategy, EPRR Core Standards Assurance reviews and reports. Format of records - electronic.	Legal Requirement	20 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.41	Service Delivery Records	EPRR Information Sharing Protocols and Memorandum of Understanding, Mutual Aid Agreements, Service Level Agreements. Format of records -mixture of paper and electronic.	Legal Requirement	10 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.42	Service Delivery Records	EPRR Local Health Resilience Partnerships and sub-groups- minutes, papers, action logs, Risk Registers. Format of records - electronic.	Legal Requirement	20 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.43	Service Delivery Records	EPRR Ambient voice recording, telephone recording in relation to incident coordination centre. Format of records - electronic.	Legal Requirement	20 years	Date of last action	Public Records Act 1958	Review, archive or destroy	No
15.44	Service Delivery Records	Complaints Records (including correspondence, investigation and outcomes)	Legal Requirement	10 years	Date of closure	The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009	Review, archive or destroy	Yes – Staff/Patient – Special Category Data
15.45	Service Delivery Records	Helpdesk Records	Business Need	10 years	Date of contact	NHS England	Destroy	Yes – Patient – Personal Data

Document Owner: J Gray	Prepared by: L Ince	First Published: April 2013
Document number:	Issue/approval date:	Version number: 4.0
Status: FINAL	Next review date: Jan 2025	Page 24